

**DEPARTMENT OF TRANSPORTATION**

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August 3, 2007

To: Designated Rural Area Representatives for the Coordinated Plan Master Contract

The California Department of Transportation (Caltrans) will hire a consultant to provide the services needed to prepare 28 coordinated plans for designated areas in California. As mentioned at the July 20, 2007, Rural Counties Task Force meeting, to mitigate the delay, Caltrans staff will gather data as part of the assessment for the 28 designated areas and provide that data to the consultant for review and evaluation. Rural area agencies have been contacted to schedule onsite visits to facilitate data collection.

In conjunction with this effort, Caltrans and the Rural Transit Assistance Program will sponsor coordinating planning workshops statewide that will address strategies for conducting needs assessments and collecting transportation provider data and techniques for public outreach to stakeholders. Rural area agencies are expected to attend the workshops in order to fully participate in the Coordinated Plan Master Contract.

**Roles and Responsibilities**

In general, the consultant's primary responsibility is to work in collaboration with human services transportation providers in participating rural areas to ensure compliance with the coordinated plan requirements of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users. Once selected, the consultant will:

- Meet and confer with the project steering group comprised of Caltrans staff, rural, public, private, and non-profit human services transportation providers to review goals and project expectations.
- Review data compiled by Caltrans staff, and complete an assessment of local transportation and human service resources.
- Use the assessment of local transportation and human service resources to evaluate current and projected transportation needs.
- Meet on site with each rural agency's representative(s) to prepare the coordinated plan for the respective rural area.
- Facilitate and conduct on site the public participation process required in the completion of these coordinated plans.

August 3, 2007

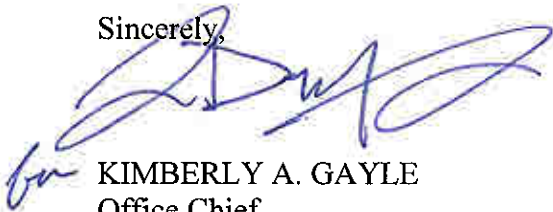
Page 2

Regional transportation planning agencies, rural transit agency staff, and human service agency staff will actively work with the consultant to accomplish these tasks by providing data, preparing information, and assisting the consultant to accomplish all tasks in an efficient and accurate manner. Specific tasks include, but are not limited to, the following:

- Identify and assess unmet transportation needs in the service area through surveys, focus groups, unmet needs process, "Framework for Action" sessions, or other public forums. Document public participation process in accordance with Federal Transit Administration Section 5310, Elderly Persons and Persons with Disabilities; Section 5316, The Job Access and Reverse Commute program (JARC); and Section 5317, New Freedom grant programs guidelines.
- Work in collaboration with the consultant who will facilitate the planning and development of local coordination groups that will foster public participation in the development of the coordinated plan. These groups should include the following: Area transportation planning agencies, transit riders and potential riders, public and private transportation providers, human service agencies, government agencies, cities, towns, churches, senior centers, schools, colleges, and other programs that fund, need, or support transportation.

Your cooperation is appreciated in working with Caltrans staff and the selected consultant to obtain data for the assessment of existing transportation services and providers.

Sincerely,



KIMBERLY A. GAYLE  
Office Chief  
Federal Transit Grants Programs